



Hiring Process and Application for Attorneys and Law Clerks for the Washington State Attorney General's Office

This Office makes every effort to comply with the ADA. Persons with disabilities needing reasonable accommodation in the application and/or interview process or those needing documents in an alternate format may contact the Office's ADA Coordinator at P.O. Box 40130, Olympia, WA 98504-0130, (360) 586-7686 or dial our TDD #1-800-833-6384.

It is very important to self assess what kind of work you want to do and the geographic regions you would be willing to be assigned. The AGO has 12 Offices statewide and about 24 divisions. Approximately one-half of the Office's staff, and most of its divisions, are in Olympia. Seattle has about one-fourth of the staffing but fewer divisions. The largest divisions, and thus the likely candidates for more vacancies through attrition, are the Social and Health Services and Labor and Industries divisions. For a complete listing and detailed description of the divisions within the AGO, please refer to the AGO's Annual Report. For more information about specific law clerk duties within a particular division, please refer to our Law Clerk Activity/Division Profiles document provided on the website.

The Washington State Attorney General's Office is a public sector/governmental law employer. As such, an attorney working for it may be eligible to participate in various Loan Assistance Repayment Programs (LRAPs). Applicants who wish to pursue student loan forgiveness and loan assistance through such programs are strongly encouraged to contact their law school or the Washington State Bar Foundation for eligibility information.

GENERAL QUALIFICATIONS: Qualified applicants are individuals who excel academically as demonstrated by law school grades and class standing, and who demonstrate a high degree of competence based on prior experiences. The AGO seeks applicants who are committed to public service as demonstrated by an applicant's background, talents, attitude, and enthusiasm for public law practice. We also seek applicants with a diverse background in education, previous work experience, law school activities, extracurricular activities, community service and areas of interest that enhance our office.

HIRING PROCESSES: **Attorneys** - The Office only accepts applications from attorneys licensed to practice in the state of Washington. Our process is centralized and begins with a review of an applicant's application and information. If the application reveals potential for employment, a screening interview is arranged. Screening interviews are usually conducted on the last Thursday of each month. These interviews lead to the selection of a limited number of applicants for inclusion in our "pool" of qualified candidates. When a vacancy occurs, candidates are referred from the pool to the division with the opening. Referrals are selected on the basis of geographical and professional interests or limitations. The division chief reviews the files and interviews those who appear qualified for the vacancy. When interviews are completed, a recommendation is forwarded to the Attorney General, or his designee, who then interviews the candidate and decides whether to make an offer of employment. Candidates remain under active consideration in the pool for approximately twelve months. Placement in the pool does not guarantee appointment to the AGO.

Judicial Clerks and Third-Year Law Students - During the fall, the AGO interviews third-year law students (those graduating the spring of the following year) and makes a very limited number of offers for AAG positions, contingent upon passing the following July's Washington State Bar exam. For December graduates, it is more advantageous to apply through our attorney hiring process. We include judicial clerks in this program because their availability (i.e., the following summer) is generally that of third-year law students. The process begins with a review of one's application and, after a series of interviews, culminates with offers being extended by December 1st. Applicable deadlines will be posted on the AGO's website and provided to all law school's career services offices.

Second-year Law Students - First round interviews for second-year law students interested in summer law clerk positions are held in October and are conducted either on campus (in-state only) or at various locations throughout the state. After the completion of the first round interviews, successful candidates will be invited to the 2L Jobfair in November for second round interviews. Applicants participating in the Jobfair will either receive an offer of summer employment or be included in our 2L hiring pool. All applicants will be notified of their status by the end of November. Applicable deadlines will be posted on the AGO's website and provided to all law school's career services offices.

First-year Law Students - For the last few years, this office has not been in a position to offer paid law clerk positions for first-year law students. However, we will accept applications from those students who wish to serve as an extern or volunteer.

REQUIRED MATERIAL:

Type of Candidate	Required Material				
	Letter of Interest	Application	Resume	Law School Transcript	Conflict Screening Questionnaire
Attorney	X	X	X	X	
Third-Year Law Student/Judicial Clerk	X	X	X	X	
Second-Year Law Student	X	X	X	X	X
First-Year Law Student	X	X	X		X

For more complete information about each process, or general information about this Office, please refer to the AGO's website at www.wa.gov/ago/ or call the recruitment office at (206) 464-6446.

(Information contained within this document is subject to change.)



Application for Attorneys and Law Clerks

GENERAL INFORMATION

Name: _____ Telephone (home) _____
Address: _____ Telephone (work) _____
_____ Telephone (cell) _____
E-Mail: _____

Have you applied to this office before in any capacity? ☐ No ☐ Yes If so, when? _____

Have you worked for this office before in any capacity? ☐ No ☐ Yes If so, when? _____

In which offices would you accept an assignment?

- | | | | |
|---------------------------------------|---|--|--|
| <input type="checkbox"/> Olympia (O) | <input type="checkbox"/> Bellingham (B) | <input type="checkbox"/> Port Angeles (Po) | <input type="checkbox"/> Pullman (Pu) |
| <input type="checkbox"/> Seattle (Se) | <input type="checkbox"/> Everett (E) | <input type="checkbox"/> Spokane (Sp) | <input type="checkbox"/> Wenatchee (W) |
| <input type="checkbox"/> Tacoma (T) | <input type="checkbox"/> Vancouver (V) | <input type="checkbox"/> Kennewick (K) | <input type="checkbox"/> Yakima (Y) |

In which divisions would you accept an assignment? (*division locations are noted in parenthesis*)

- | | | |
|---|--|---|
| <input type="checkbox"/> Agriculture and Health (O) | <input type="checkbox"/> Government Operations (O) | <input type="checkbox"/> Revenue (O) |
| <input type="checkbox"/> Antitrust** (Se) | <input type="checkbox"/> Gov't. Compliance & Enforce. (O) | <input type="checkbox"/> Social & Health Svcs. (all <u>except</u> Pu) |
| <input type="checkbox"/> Bank. & Collections** (Se) | <input type="checkbox"/> Labor & Industries (all <u>except</u> Pu) | <input type="checkbox"/> Solicitor General** (O) |
| <input type="checkbox"/> Consumer Protection** (Se,T) | <input type="checkbox"/> Labor & Personnel (O) | <input type="checkbox"/> Torts (O,Se,Sp) |
| <input type="checkbox"/> Criminal Justice (O,Se,Sp,T) | <input type="checkbox"/> Licensing & Admin. Law (O,Se,Sp) | <input type="checkbox"/> Trans. & Public Construction (O) |
| <input type="checkbox"/> Ecology (O) | <input type="checkbox"/> Natural Resources (O) | <input type="checkbox"/> University of Washington (Se) |
| <input type="checkbox"/> Education (O,Se,Sp) | <input type="checkbox"/> Public Counsel (Se) | <input type="checkbox"/> Utilities & Transportation (O) |
| <input type="checkbox"/> Fish, Wildlife & Parks (O) | <input type="checkbox"/> Regional Services* (B,E,V,Po,K,W,Y) | <input type="checkbox"/> Washington State University (Pu) |

*Regional Services Offices handle work for a variety of areas, though primarily SHS, L&I, Education and Licensing & Admin. Law

** Denotes divisions that do not employ, or rarely employ, entry-level attorneys.

In what type of practice are you interested? ☐ Primarily Litigation ☐ Litigation and Client Advice

If applying for a law clerk position, will you be eligible for Rule 9 certification by the anticipated start of the position? ☐ Yes ☐ No (*Information about Rule 9 certification can be found on the WSBA's website at www.wsba.org*)

If applying for a law clerk position, will you be eligible for work study funding during the anticipated work period? ☐ Yes ☐ No

ACADEMIC BACKGROUND

Law School: _____ City: _____ State: _____

Date JD received or expected: _____ Class Rank: _____ Cum GPA: _____

College: _____ From: _____ To: _____

City: _____ State: _____ Degree: _____ Major: _____ GPA: _____

College: _____ From: _____ To: _____

City: _____ State: _____ Degree: _____ Major: _____ GPA: _____

PROFESSIONAL ASSOCIATION

Are you currently a member of the WSBA? ☐ No ☐ Yes WSBA#: _____ Mo/Yr Admitted: _____

Other Bar Associations: _____

EMPLOYMENT HISTORY

Employer: _____ Supervisor: _____
Address: _____ Phone: _____
Job Title: _____ From: _____ To: _____
Duties: _____

Employer: _____ Supervisor: _____
Address: _____ Phone: _____
Job Title: _____ From: _____ To: _____
Duties: _____

Employer: _____ Supervisor: _____
Address: _____ Phone: _____
Job Title: _____ From: _____ To: _____
Duties: _____

REFERENCES

Please be advised that the AGO thoroughly checks references. References must include at least one source at your current employer, if currently employed. However, references are checked only at such time a candidate is referred for a final interview. Your application will not be considered complete until the "Authorization to Release Information" is signed and returned.

1. Name: _____ Phone: _____
2. Name: _____ Phone: _____
3. Name: _____ Phone: _____

OTHER

Have you pled guilty or been found guilty of a criminal offense or any alcohol or drug-related matter within the last ten (10) years? ☐ Yes ☐ No

Have you ever been subject to discipline or censure by a Bar Assn. or other licensing organization? ☐ Yes ☐ No

Is there any Bar disciplinary proceeding pending against you? ☐ Yes ☐ No

Have you ever been fired or asked to resign from any position? ☐ Yes ☐ No

If you answered "yes" to any question above, provide a full explanation of each offense or sanction.

Do you have a valid driver's license? ☐ Yes ☐ No

APPLICANT CERTIFICATION

By signature below, I attest that all information contained within this application is true and accurate.
I understand that falsification of any of the information is grounds for refusal to hire or, if hired, termination.

Date: _____ Signature of Applicant: _____

Mail the completed application, along with other required material, to: Washington State Attorney General's
Office, Attorney and Law Clerk Recruitment, 800 5th Avenue, Suite 2000, Seattle, WA 98104.

AUTHORIZATION TO RELEASE INFORMATION

I hereby authorize the Washington State Attorney General's Office (AGO) to contact any or all of my former or present employers, or organizations for which volunteer services have been provided, for the purposes of verification and reference. This may include information of a confidential nature, to include but is not limited to reviewing my personnel file, contacting any references, and/or contacting anyone else who might be familiar with my past job performance.

I knowingly and voluntarily release the state of Washington, the AGO, its individual employees, and all my former or present employers, and their individual employees, from any and all known and unknown claims for damages or other relief arising out of the AGO's request for and receipt of employment information, unless my current or former employer is prohibited by state or federal law from disclosing the information that the AGO requests.

A photocopy of this signed Authorization is as valid as the original and shall be provided to anyone from whom information is requested in determining my job qualifications.

This release will expire at the end of the recruitment period.

Name (please print First, Middle and Last Name)

Signature

Date

Please list other names by which your current or previous employers may know you: _____

PERSONAL INFORMATION QUESTIONNAIRE

To ensure equal employment opportunity, we ask your voluntary cooperation in responding to the questions below. This information is for statistical purposes only and will be kept separate from records used in the hiring process. Failure to complete this form will NOT affect your application.

Name (last, first, MI): _____

Date of Birth: _____

How did you find out about the position for which you are applying? _____

Are you: ☐ Male ☐ Female

Have you ever been on active duty in the U.S. Armed Forces?

☐ No ☐ Yes Dates: _____

If yes, are you a:

☐ Vietnam-era Veteran

☐ Disabled Veteran (Percent disability: _____%)

What race(s) or culture(s) do you consider yourself to be?

American Indian:

☐ Alaska Native ☐ American Indian

(Please identify the name of the enrolled or principal tribe): _____

Asian:

☐ Asian Indian ☐ Chinese ☐ Japanese
☐ Korean ☐ Laotian ☐ Vietnamese
☐ Other Asian: _____

Black/African-American ☐

Caucasian/White ☐

Hispanic/Latino:

☐ Cuban ☐ Mexican ☐ Puerto Rican
☐ Mexican-American ☐ Other: _____

Native Hawaiian/Pacific Islander:

☐ Filipino ☐ Guamanian ☐ Samoan
☐ Native Hawaiian ☐ Other: _____

Other Race: (Indicate race or culture below)

If you are more than one race, please indicate your preference here: _____

Do you have a permanent physical, sensory, or mental condition that substantially limits any of your major life functions such as working, caring for yourself, walking, doing things with your hands, seeing, hearing, speaking, learning?

☐ Yes ☐ No

Affected Group Definitions

American Indian or Alaska Native. A person with origins in any of the original peoples of North America and who maintains cultural identification through documented tribal affiliation or community recognition.

Asian/Pacific Islander. A person with origins in any of the original peoples of the Far East, Southeast Asian, the Indian Subcontinent, or the Pacific Islands. For example, China, Japan, Korea, Pakistan, the Philippine Republic and Samoa.

Black/African-American. A person with origins in any of the Black racial groups of Africa.

Hispanic. A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin regardless of race. For example, persons from Brazil, Guyana or Surinam would be classified according to their race and would not necessarily be included in the Hispanic category. This category does not include persons from Portugal who should be classified according to race.

White/Caucasian. A person with origins in any of the original peoples of Europe, North Africa or the Middle East.

Disabilities. For statistic purposes, people with disabilities are persons with a permanent physical, mental or sensory impairment that substantially limits one or more major life activities. Physical, mental or sensory impairment means (1) any physiological or neurological disorder such as mental function, or (b) any mental or psychological disorder such as mental retardation, organic brain syndrome, emotional or mental illness, or any specific learning disability. The impairment must be material rather than slight, and permanent in that it is seldom fully corrected by medical replacement, therapy or surgical means.

Disabled Veteran. A person entitled to disability compensation under laws administered by the U.S. Department of Veteran Affairs for disability rated at 30 percent or more, or a person whose discharge or release from active duty was for a disability incurred or aggravated in the line of duty.

Vietnam-era Veteran. A person who served on active duty for a period of more than 180 days, any part of which occurred between August 5, 1964 and May 7, 1975 and as discharged or released from duty with other than a dishonorable discharge.